



APPLICATION FOR OUTDOOR EVENT OR SALES PROMOTION

City of Manchester, 14318 Manchester Rd, Manchester, MO 63011

Ph: 636 227 1385, Ext. 118; Fax: 636 821 8099

REQUIREMENTS FOR PERMIT:

1. Completed application form.
2. Site Plan/ Map indicating location of temporary sign or tent.
3. Sketch of any proposed signage, including dimensions.

Guidelines

- Outside storage of materials, equipment, goods, supplies and merchandise is prohibited unless a permit is obtained through the Planning & Zoning department for a special event or sale.
- Outdoor Event or Sale may only be a 7 day event and can be held up to twice (2) a year.
- If using a tent, any tent that is 900 sq. ft. or larger requires Zoning Approval and permitting through St. Louis County.
- The applicant assumes all liability for securing the tent in an appropriate manner.
- This application must be submitted at least fourteen (14) days in advance of event.

PLEASE PRINT

Business Name				
Business Address				
Phone				
Email				
Applicant Name				
Phone/Extension				
Describe Sales Event	<input type="checkbox"/> Sidewalk Sale <input type="checkbox"/> Tent Sale <input type="checkbox"/> Other (Describe) _____			
Size of Requested Tent				
TEMP TENT: Dates of Event (7 days/2x yr.)	Start Date		End Date	
SALE/ PROMO: Dates of Event (7 days/2x yr.)	Start Date		End Date	

I hereby certify that the information contained in this application and accompanying drawings and/or plats is correct, and that I will conform to all applicable laws of the City of Manchester.

Applicant's Signature _____ Date _____

FOR CITY USE ONLY

City of Manchester Permit # _____	
Approved By _____	Date _____
Director, Planning and Zoning and Economic Development	